



**Knox Little Athletics Centre
Policy Document**

Knox LAC COVID 19 Policy
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Knox Little Athletics Centre COVID 19 Policy and Protocols

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1. PURPOSE

The Victorian State Government has imposed restrictions to minimise the spread of COVID-19.

To assist Little Athletics, LAVic has developed a set of protocols to assist Centres in commencing competition and training activities, in alignment with advice from Sport & Recreation Victoria, Vicsport, and the Department of Health & Human Services.

Knox LAC, in creating this policy and the associated protocols, has carefully considered the effect on our volunteer capacities, our athletes, our financial position and our other resources. Knox LAC members are advised to carefully review this policy and the associated protocols, and to give full consideration of the implications.

Further information on the Little Athletics Victoria protocols and advice can be found at <https://lavic.com.au/covid-19/>. Any changes to the LA VIC advice or LAVic published protocols will take precedent over this document.

2. SCOPE

The scope of this policy is:

- Align the Knox LAC with policies issued by Little Athletics Victoria and Sport and Recreation Victoria in conducting competition and training at Knox.
- To ensure all Knox LAC athletes, parents/carers, helpers, officials (including Knox LAC Executive and Centre & Club Committees) and coaches are aware of this policy and protocols and accept and agree to abide by the guidelines.
- To ensure athletes and families from other Centres who are attending athletic competitions organised by Knox LAC are aware of these guidelines and accept and agree to abide by the guidelines.

3. GOVERNANCE

The Knox LAC Executive will provide overall governance for this policy. Governance activities include:

- Approval and release of this document and subsequent versions
- Ensure a co-ordinated and documented approach to all aspects of this policy including ownership, accountability and responsibility of all components of the policy
- Provide the final decision in any complaint/dispute either with the policy or as a result of the application of the policy including whether or not a complaint/dispute is escalated beyond the Knox LAC.
- Provide a focal point for process discussions and communications.



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4. COVERAGE

These policies and protocols apply to all persons who are involved with the activities of Knox Little Athletics Centre whether they are in a paid or unpaid/voluntary capacity and including:

- All members, including life members of Knox LAC
- All affiliated clubs and their members including club committees
- Persons appointed or elected to any Knox LAC committees and sub-committees
- Members of the Knox LAC Executive
- Support personnel, including managers, sport trainers and others
- Coaches and assistant coaches
- Any athlete that attends a Knox LAC event whether Knox member or not
- All officials
- All spectators and family members.

5. GENERAL PRINCIPALS

- Knox LAC has received written permission from LAVic to conduct insured sanctioned competition and training activities.
- To conduct competition and/or training Knox LAC has appointed and registered with LAVic a number of COVID Safe Officials. (See Covid Safe Officials section below)
- Attendees contact details will be recorded prior to each sanctioned activity both competition and training.
- Physical distancing (>1.5 metres) must be observed by all attendees (exempted for athletes when training and competing) at all times.
- The maintenance of high standards of personal hygiene – such as regular hand sanitisation – is critical.
- Equipment must be disinfected before and after use.
- A “Get in, Train/Compete, Get Out” approach to sanctioned activities must be communicated.
- Attendees essential to the conducting of sanctioned activities only are to be present. This includes supervising parents/guardians.
- Competition (races and events) and training group sizes cannot exceed 10 athletes at a time (officials, coaches etc exempted).
- Attendees should avoid all contact with others, such as handshaking and giving high fives.
- Access to changerooms and toilets is permitted.
- Access to clubrooms and pavilions is permitted in line with density limits
- Face coverings are to be carried by all attendees 12 years of age and older, including athletes when not competing, that is when they are not on the field of play. Face masks are to be worn when social distancing requirements cannot be met.
- The Canteen and other food selling is permitted to operate in accordance with Business Victoria guidelines

6. COVID SAFE PLAN

- Knox LAC has developed a COVID Safe Plan in accordance with the required of Sport and Recreation Victoria and is to be read in conjunction with this policy.
- The Covid Safe Plan developed to support the centre to prepare to safely open and operate in accordance with the easing of restrictions, while also ensuring our members feel confident that their health and safety is being protected.
- The Covid Safe plan is to be published on the Knox LAC website in accordance with Government requirements for sporting venues with a capacity of 500 patrons or more.



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7. COVID SAFE OFFICIALS

- The centre has appointed a minimum of eight COVID Safe Official (CSO). This also includes a Covid Safe Coordinator.
- The CSO's are responsible for the Centre's implementation and compliance with these protocols.
- All Knox LAC CSOs are encouraged to complete the free online Australian Government COVID-19 Infection Control Training course.
- The tasks and responsibilities assigned to the CSO role are documented in the LAVic CSO Duty Statement and can be accessed here <https://lavic.com.au/covid-19/>

8. COMMUNICATION

- Knox LAC will communicate its return to competition and training protocols and covid safe plan to all members, athletes, coaches, volunteers, Committee members, families, sponsors, venue managers and other Centre stakeholders.

9. CONTACT TRACING, ATTENDANCE RECORDS AND MANAGED ACCESS

- Prior to the commencement of Knox LAC sanctioned training and competition activities, all attendees will have their attendance recorded in a register, at a designated area. This will be overseen by the CSO on duty.
- The register is to be maintained for a period of at least 28 days.
- Attendance records are to be provided to the Covid Safe Coordinator each week for record keeping.
- Attendees are encouraged to "Get in, Compete/Train, Get Out" and minimise social interaction prior to, and after competition or training.
- Parents/guardians supervising children, athletes, officials, CSOs, volunteers only are considered essential for conducting competition.
- Parents/guardians supervising children, athletes, coaches, CSOs and volunteers only are considered essential for conducting training.
- Spectators permitted to attend sanctioned activities.
- The venue has a permitted capacity up to 1000 patrons in line with current restrictions as of 6 December 2020. Executive Committee members, club committee members, officials, referees, CSOs, volunteers essential for the events to run are not included in the 1000 patron cap.

Centre Competition

- All attendees must sign in via the supplied QR code. (Manual sign in will also be available)
- Attendance records of athlete attendance at Centre competition will be undertaken via Results HQ and can be cross checked with the venue sign in process.
- Supervising parents/guardians, athletes, officials, CSOs, volunteers only are considered essential for conducting competition.
- For competition events involving multiple Centres, such as Open Days, Knox LAC will implement a formal entry procedure in place for all competition activities for the capture and recording of contact details and identities of competing athletes. This will take the form of an online portal provided by LAVic.



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Training

- An attendance register for each training session per coach is to be maintained for all training sessions. For training sessions manual sign in is acceptable and is to be overseen by the CSO on duty. Athletes may be required to sign in with coaches when training at multiple event each session.
- The registration process will be co-ordinated by the CSO on duty prior to the commencement of training.
- Supervising parents/guardians, athletes, officials, CSOs and coaches only are considered essential for conducting training.

10. ATHLETES FROM ANOTHER CENTRES TRAINING AND COMPETING AT KNOX

- Athletes may seek permission to train and compete with Knox LAC during Knox LAC sanctioned training session and competition. Permission must be sought and granted in advance from Knox LAC Executive and the Centre Executive Committee that the athlete is registered with.
- **Athletes that are not registered with Little Athletics Victoria must not train during sanctioned Knox LAC times without prior approval by the Knox LAC Executive Committee.**

11. EQUIPMENT

- Athletes are encouraged to bring their own water bottles, towels and other personal items to avoid sharing where possible.
- Athletes clothing items, such as tops, hoodies, etc, are to be separated when not worn to avoid contact with other athletes' items.
- Uniform items are not to be shared.
- For training, athletes should be advised to supply their own equipment where practicable; the sharing of equipment is to be avoided where possible.
- For training, athletes will be required to only use the equipment allocated to them unless they supply their own.
- For training, athletes are to collect their own equipment.
- All equipment is to be cleaned with disinfectant wipes before and after use (the exception being if an athlete supplies their own equipment).
- Athletes will be required to sanitise their hands after using equipment, including their own.
- In training, only the coach (or other designated individual) will be allowed to use the rakes, brooms, and tape measures for any activities.
- The athletes will not share gym mats used for strength training,
- High jump: all forms of high jump are permissible, with the following provisos:
 - that all equipment is thoroughly cleaned after the session;
 - each athlete sanitises their hands after each jump.
- Javelin: javelins can be used as long as they are cleaned and sanitised for use for each athlete.
- Long & triple jump: when athletes are leaving the pit, athletes must clean their hands of sand first and then sanitise.
- Only the Coach and CSO (other person(s) designated by the CSO) can collect equipment from the equipment shed and then return it.



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12. VENUE

- Indoor training is permitted, and if training is conducted indoors:
 - The maximum number of training athletes will be determined by the coach(es);
 - Supervising parents may be in attendance subject to 1.5m physical spacing and 4 square metres per person;
 - Spectators are not to be in attendance.
 - The appointed CSO is to manage room capacity.
- Signage must be displayed at the point of entry of clubrooms, pavilion etc outlining the maximum number of people allowed inside at any one time, based on 4 square metres per person. (or as directed by government requirements)
- The CSO, Knox LAC Executive and venue managers will manage the use of the facilities.
- Toilets are to be opened.
- Canteens are permitted to operate in accordance with the 'Hospitality Industry Guidelines'.

13. PHYSICAL DISTANCING

- All attendees including spectators (exclusive of training/competing athletes) will be required to strictly maintain physical distancing of at least 1.5m at all times. Where 1.5m social distancing cannot be maintained then face mask must be worn by all persons 12 and older.

14. PERSONAL INFECTION CONTROL AND MANAGEMENT

- CSOs will question and advise those attending sanctioned competition and training to go home that if they have:
 - Any cold or flu symptoms;
 - Been in direct contact with a known case of COVID-19 in the previous 14 days;
 - A high risk from a health perspective (for example the elderly and those with pre-existing medical health conditions).
- Attendees must inform the CSO if they are feeling unwell, can only return once medically certified to do so.
- Attendees must disclose to the CSO if they are being tested for COVID-19, and can only return once cleared by the health authorities, along with a medical certificate confirming their health.
- The CSO must take the following actions:
 - Record the incident details in the attendance register;
 - Advise Knox LAC Executive Committee and the Chief Covid Safe Official;
 - The Chief Covid Safe Official will Advise LAVic;
 - The Chief Covid Safe Official will report the incident to the health authorities.
- Athletes, coaches, officials, Centre administrators, volunteers and parents/carers at sanctioned competition and training activities are advised to:
 - Regularly and thoroughly wash hands;
 - Carry and use hand sanitiser;
 - Cover a sneeze or cough with an elbow or a tissue rather than hands; o Immediately dispose of used tissues in the bin;
 - Avoid close contact with people who are unwell;
 - Limit the touching of eyes, nose or mouth;
 - Not spit or clear nasal/respiratory secretions;
 - Avoid contact with other participants, inclusive of handshakes, high fives, huddles and celebrations.



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15. HYGINE

- Face coverings are to be carried by all attendees 12 years of age and older, including athletes when not competing, ie when they are not on the field of play.
- Participants must use hand sanitiser prior to commencement and completion of any sanctioned activity.
- Participants must thoroughly wash their hands after using the toilets.
- Athletes are required to sanitise their hands after sneezing/coughing.
- Hand sanitiser must be provided for use at athlete sign in, toilets, each event site and at the canteen.
- Disinfectant wipes and hand sanitiser must be available at each event site where equipment is used.
- Knox LAC will ensure the display of posters to provide regular guidance on hygiene (supplied by LAVic).

16. CLEANING

- Knox LAC will ensure that a regular and thorough cleaning schedule to disinfect all common areas and high touch surfaces, conducted by the City of Knox contract cleaners prior and after any sanctioned competition events
- Toilet at the southern end of the track are to be used when conducting Knox LAC sanctioned training sessions.
- Council will ensure that all toilets are thoroughly cleaned and disinfected before and after each training session.

17. MEETINGS AND GATHERINGS

- Preference is to be given to hosting meetings virtually via an online platform. This includes any Knox LAC meeting, club committee or other essential meeting for the operations of the centre.
- Where there is a need for an essential meeting need to be held at the Centre, attendees ensure that physical distancing of 1 person per 4 square metres is complied with at essential meetings.
- Presentation days, Award ceremonies, gala days or any social gatherings are not yet permitted.

18. COMPLIANCE

- All participants, parents, coaches and volunteers must comply with these protocols at all times.
- The Department of Health & Human Services 'Sport & Exercise Restrictions COVID-19' website, states: 'Directions will continue to be enforced through spot checks by Victoria Police and use of emergency powers by DHHS and Local Government Authorised Officers to ensure compliance with the directions of the Chief Health Officer'. Knox LAC CSOs are required to report incidences of blatant/flagrant non-compliance to their Centre Committees and to LAVic.
- Upon being advised of a non-compliance, the Centre and/or LAVic may investigate further. This may result in the provision of advice and support to help prevent further breaches, or where the breach is been found to be blatant or flagrant in nature, sanctions may be considered.
- If found to be in breach, a Centre, participants, parents, coaches and volunteers may receive a sanction from the Centre and/or LAVic. These may range from issuing a 'please explain', a warning, the revoking of permission of a Centre to conduct competition and training activities, or in serious cases referring the matter to relevant authorities.



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19. PUBLIC INFORMATION ON THIS POLICY

The details of the existence of this policy and its application during Knox LAC events is to be, where possible, published in all relevant events programs. The existence of this policy should also be noted in the annual Knox LAC Handbook, made available on the Knox LAC website.

This policy is owned and authorised by The Knox LAC Executive and is not to be copied wholly or in part without permission. Permission is to be sought and obtained from Knox LAC Executive by other LA Centres or organisations who wish to use all or part of this policy document as the basis for their own policy.

Any questions, concerns or issues regarding this policy can be directed to:

The Knox LAC Executive
P.O. Box 4444
Knox City Centre,
Wantirna South 3152

20. DOCUMENT CONTROL

| Issue No | Issue Date | Nature of Amendment |
|----------|---------------|--|
| 1 | August 2020 | Initial document |
| 2 | October 2020 | Current LA Vic requirements added |
| 3 | November 2020 | Changes made to patron cap and other restrictions announced by the State Government on 6 December 2020. Covid Safe Plan requirements added |